



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 11011.1
N42
17 Sep 2009

COMNAVCRUITCOM INSTRUCTION 11011.1

From: Commander, Navy Recruiting Command

Subj: NAVY RECRUITING DISTRICT RELOCATION MANAGEMENT BOARD

Encl: (1) NAVCRUITDIST Brief Sheet
(2) Relocation of NAVCRUITDIST Fact and Justification Sheet
(3) NAVCRUITDIST Basic Facilities Requirement (BFR)

1. Purpose. To establish the Navy Recruiting District (NAVCRUITDIST) Relocation Executive Management Board (RMB) to identify resources required to effectively and efficiently execute physical NAVCRUITCOM location moves.

2. Scope. This instruction applies to the relocation of NAVCRUITDIST headquarters offices only. The RMB has been established to review all requests to move NAVCRUITDISTs and make recommendations responsive to the needs, policies, and goals of NAVCRUITCOM.

3. Policy. Ensure NAVCRUITDISTs are located in the most cost effective and mission enabling locations that are conducive to meeting the mission and goals for each NAVCRUITDIST.

4. Objective

a. Establish a NAVCRUITCOM Headquarters (HQ) governing board to make informed recommendations to the Commander by reviewing and analyzing facts and justifications pertaining to each NAVCRUITDIST relocation.

b. Avoid costly relocations that will have a negative impact on the Recruiting Facilities Program (RFP) recurring budget, NAVCRUITCOM operating budgets, and overall mission of NAVCRUITCOM.

5. Responsibilities

a. NAVCRUITDIST Commanding Officer. Define requirements and provide local coordination when a NAVCRUITDIST is identified for relocation by the Army Corps of Engineers, General Services Administration (GSA), or when the NAVCRUITDIST requests to relocate. The Commanding Officer will:

(1) Prepare an Organizational Change Request (OCR) for review and endorsement by the RMB prior to submission to NAVCRUITCOM N42. The OCR package will contain background, justification, impact, and estimated cost of the relocation.

(2) The OCR will be forwarded via the Commander, Navy Recruiting Region (NAVCRUITREG) for endorsement prior to receipt by the RMB.

b. Relocation Management Officer (RMO). The National Recruiting Facilities Program Manager, N42D, is designated as the RMO. The RMO will:

(1) Develop and administer the NAVCRUITDIST Relocation Program and serve as the primary advisor within NAVCRUITCOM on NAVCRUITDIST relocation matters.

(2) Maintain close coordination with the NAVCRUITCOM RMB, U.S. Army Corps of Engineers, and NAVCRUITDISTs.

(3) Review relocation OCR packages to determine concordance of the action within the chain of command; ascertain if the requested action is within the recruiting facilities program budget; and ensure action complies with recruiting facilities program policies and procedures.

(4) Convene the RMB as needed. The RMO will provide copies of the OCR to each board member for review and recommendation. The RMO will consolidate all recommendations and prepare a brief sheet for COMNAVCRUITCOM.

c. RMB. The RMB will review OCR packages to determine validity and cost effectiveness of the requested relocation. The RMB is responsible for ensuring the review process and the relocation decision recommendation is submitted for consideration based on NAVCRUITCOM mission needs and sound business management principles. The RMB shall consist of the following:

17 Sep 2009

- (1) Deputy Commander (00B)
- (2) Chief of Staff (01)
- (3) Director, Supply, Logistics and Facilities
Department (N4)
- (4) Director, Human Resources (N1)
- (5) Deputy Director, Supply, Logistics and Facilities
Department (N4B)
- (6) RMO
- (7) Comptroller Representative
- (8) IT Representative

6. Action. NAVCRUITDIST Executive Officer will:

- a. Submit full justification, to the RMO, for all requests to relocate NAVCRUITDIST offices.
- b. Ensure that supporting documentation is submitted to the RMO 24 months in advance of the requested move. This allows: time to identify funds; determine IT and furniture requirements; adequate time for Army Corps of Engineers coordination with the General Services Administration.

7. Procedures. Requests will be submitted to the RMO, and N4D with the following:

- a. NAVCRUITDIST Cover Letter
- b. Copy of NAVCRUITDIST Briefing Sheet (Enclosure (1))
- c. Copy of Facts and Justifications Sheet (Enclosure (2))
- d. Copy of NAVCRUITDIST Basic Facilities Requirement (BFR) (Enclosure (3))

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Distribution:

Electronic only via

<http://www.cnrc.navy.mil/Publications/directives.htm>

17 Sep 2009

NAVCRUITDIST Brief Sheet

1. Name and location of command:

Actual/Proposed Name:

Actual Location and full mailing address:

Proposed Location and full mailing address:

2. Nature of Action:

3. Savings and Costs:

17 Sep 2009

**Relocation of NAVCRUITDIST
Fact and Justification Sheet**

1. Name and location of command:

a. Actual/Proposed Name:

b. Actual Location:

c. Proposed Location:

2. Background:

3. Mission:

4. Nature of action:

5. Reason for action:

6. Impact of the action:

a. Authorized civilian billets:

b. Authorized Military billets:

c. NAVCRUITCOM Funding:

* Total authorizations for UIC (NAVCRUITDIST UIC) including HQ, recruiting stations, and NORS of NAVCRUITDIST

** NAVCRUITDIST headquarters personnel only

c. NRD Installation Data:

(1) Land area (including building sites) - vacating xxxx square feet of space located in a U.S. Army Corps of Engineers leased facility.

(2) Predominant type of existing building construction:
Office, permanent.

(3) Property disposition plans: lease at current location will terminate upon relocation.

(4) Occupancy timeline desired:

7. Anticipated Congressional Interest: None currently anticipated. `

17 Sep 2009

NAVCRUITDIST Basic Facilities Requirement (BFR)

	Justified Personnel			Net Office Space in SF		(SP)	
Description	Offices		(SP)	Total	Offices		
	(P)	(G)			(P)		(G)
Office Area Standards							
Commanding Officer (O-5)	1			1	200		
Executive Officer (O-5)	1			1	150		
a. Admin Assistant		1		1		110	
b. Public Affairs Officer		1		1		110	
c. ESS (GS-11)		1		1		180	
d. Conference Room			None				200
e. Reception Area			None				150
f. Lounge/Coffee Area			None				120
g. NMCI Equipment Room			None				50
Command Master Chief (E-9)	1			1	150		
Enlisted Programs Officer (O-3)	1			1	100		
a. Admin Support		1		1		60	
b. District Chief Recruiter (E-9)	1			1	100		
c. Prior Service Programs		1		1		90	
d. DEP Coordinator		1		1		90	
e. District Asst. Chief Recruiter (E8)		1		1	100		
f. NSW Coordinator		1		1		90	
Advance Programs Officer	1			1	100		
a. Nuke Coordinator		1		1		90	
b. NROTC Coordinator		1		1		90	
Officer Programs Officer (O-3)	1			1	100		
a. Officer Processor		1		1		90	
b. GOF office		1		1		90	
Chief Administrator		1		1		110	
a. Pass Liason Rep		1		1		90	
b. Admin Assistant		1		1		60	
Logistic Support Officer	1			1	100		
a. Budget Analyst		1		1		90	
b. Purchasing Agent		1		1		60	
c. Travel Clerk		1		1		60	
d. Vehicle Clerk		1		1		60	
e. Storeroom Custodian (Material Control)		1		1		60	
f. Supply QE		1		1			
LEADS Center Supervisor		1		1		110	
a. Advertising Coordinator		1		1		90	
b. NALTS Operator (Program Asst/ LEADS)		1		1		60	
c. Assistant LEAD		1		1		60	
Trainers		4		4		630	
NORS (consolidate NORS Atlanta)						630	
Conference Room			None				700
Storage Area			None				500
General Warehouse			None				1400
Shower Area			None				350
Subtotal	8	29	0	37	1100	3260	3470

Total	37	E(total)			A (private)	A (general)	SP area
						A(net) =	4360
						Net floor area:	7830
Maximum Net Office Floor Area or A(net) max =			4360				
						Gross Floor Area* (netx1.2) =	9553

SAMPLE